

**REGISTRATION STATEMENT FOR THE GENERAL VIRGINIA POLLUTANT DISCHARGE  
ELIMINATION SYSTEM (VPDES) PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY  
FACILITIES 2012 REISSUANCE**

**1. APPLICANT INFORMATION**

- A. Name of Facility: \_\_\_\_\_
- B. Facility Owner: \_\_\_\_\_
- C. Owner's Mailing Address
- a. Street or P.O. Box \_\_\_\_\_
- b. City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_
- e. Phone Number \_\_\_\_\_
- f. Email \_\_\_\_\_
- g. Indicate if the applicant would like the permit to be transmitted electronically. Yes \_\_\_\_ No \_\_\_\_
- D. Facility Street Address \_\_\_\_\_
- E. Is the operator of the facility also the owner? Yes \_\_\_\_ No \_\_\_\_ If "No", complete F & G.
- F. Name of Local Operator: \_\_\_\_\_
- G. Operator's Mailing Address
- a. Street or P.O. Box \_\_\_\_\_
- b. City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_
- e. Phone Number \_\_\_\_\_
- f. Email \_\_\_\_\_

**2. FACILITY INFORMATION**

- A. Will the facility discharge to surface waters? Yes \_\_\_\_ No \_\_\_\_
- If yes, name of receiving stream \_\_\_\_\_
- If no, describe the discharge: \_\_\_\_\_
- \_\_\_\_\_
- B. Does the facility discharge to a Municipal Separate Storm Sewer System (MS4)? If "yes," the facility owner must notify the owner of the municipal separate storm sewer system of the existence of the discharge within 30 days of coverage under the general permit and provide the following information: the name of the facility, a contact person and phone number, the location of the discharge, the nature of the discharge, and the facility's VPDES general permit number.
- C. Does this facility currently have a VPDES permit? Yes \_\_\_\_ No \_\_\_\_
- If yes, give permit number. \_\_\_\_\_
- D. Does your locality require connection to central wastewater treatment facilities? Yes \_\_\_\_ No \_\_\_\_
- E. Are central wastewater treatment facilities available to serve the site? Yes \_\_\_\_ No \_\_\_\_
- If "yes," the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here (use additional sheets if necessary):

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3. **MAP**

Attach a USGS 7.5 minute topographic or equivalent computer generated map extending to at least one mile beyond property boundary. The map must show the location of the facility, and the location of each of its existing and/or proposed intake and discharge points. Include all springs, rivers and other surface water bodies, including the receiving water body.

4. **NATURE OF BUSINESS: (provide a brief description of the type of washing activity (vehicles, laundry or both). Include (as applicable) the type of vehicles washed, number of vehicle washing bays and the number of laundry machines)**

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5. **FLOW RATE**

Provide the highest average monthly flow rate measured or estimated to be discharged. For existing facilities calculate this by adding the flows for each day during the month that the washing facility had a discharge divided by the number of days that the facility discharged. For new facilities estimate the flow rate based on similar facilities. \_\_\_\_\_ Gallons per day

6. **FACILITY DRAWING AND TREATMENT SYSTEM**

Attach a line drawing of the facility showing the source of the water and its flow through the facility. Show all bays for vehicle washes. Provide dimensions or capacities for each unit in the treatment system. This can be hand drawn but must be legible.

Describe the method and frequency of solid wastes disposal

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7. **CHEMICALS**

Provide the name of the chemical(s) used at the facility (including detergents, soaps, waxes and other chemicals).

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8. **PHOSPHATE DETERGENT USE**

Will detergent used for washing vehicles contain more than 0.5% phosphorus by weight? Yes \_\_\_\_ No \_\_\_\_

If yes, approximately how many gallons are used per month of this detergent? \_\_\_\_\_

9. **CERTIFICATION (see Part II K of your permit to see who can sign the certification)**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person signing above: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

1. Map (#3 of Registration Statement)
2. Facility Drawing (#8 of Registration Statement)

**For Department use only:**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Basin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_

Special Standards \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE REGISTRATION STATEMENT  
FOR THE GENERAL PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY FACILITIES**

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**WHO MUST FILE THE REGISTRATION STATEMENT**

This registration statement must be completed and submitted by any vehicle wash facilities and/or laundry facilities requesting coverage under the above general permit for processing wastewater discharges.

**WHERE TO FILE THE REGISTRATION STATEMENT**

The completed registration statement should be sent to the Department of Environmental Quality Regional Office for your area. The applicant should send the fees and fee form to the following address: Department of Environmental Quality, Receipts Control, P. O. Box 1104, Richmond, VA 23218

Checks, drafts and money orders (payable to "Treasurer of Virginia") and, in the case of other state agencies, IAT's (as a credit to DEQ) are acceptable forms of payment. No cash will be accepted.

**COMPLETENESS**

Complete all items except where indicated, or enter NA for "not applicable" in order for your registration statement to be accepted. If you need more space than the form allows, write on and attach extra sheets of paper.

**DEFINITIONS**

Outfalls means a discharge pipe, drain or anyplace where wash water leaves or could leave the plant and discharge to surface waters.

Receiving Stream is the particular surface water, or stream, creek, or any other body of water, or a ditch or ground surface or storm sewer that runs off into such a body of water, into which the wastewater discharges.

Laundry Facilities means any self-service facility where the washing of clothes is conducted as designated by SIC 7215. However, it does not include facilities that engage in dry cleaning even though dry cleaning is included in SIC code 7215.

SIC Code means the "Standard Industrial Classification" codes listed in the Federal Office of Management and Budget (OMB) SIC Manual, 1987 and used as identifiers of industries with certain characteristics and can be found online here: <http://www.osha.gov/pls/imis/sicsearch.html>

Vehicle Wash Facilities are industrial establishments or businesses that fixed or mobile facility where the manual, automatic, or self-service exterior washing of vehicles is conducted. It includes, but is not limited to, automobiles, trucks (exceptions below), motor homes, buses, motorcycles, ambulances, fire trucks, tractor trailers, and other devices that convey passengers or goods on streets or highways. This definition also includes golf course equipment and lawn maintenance equipment. It also includes any incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash water treatment system. Vehicle wash does not mean engine, acid caustic metal brightener, or steam heated water washing. It does not include cleaning the interior of bulk carriers. It does not include tanker trucks, garbage trucks, logging trucks, livestock trucks, construction equipment, trains, boats, or aircraft. It does not include floor cleaning wash waters from vehicle maintenance areas.

Wastewater or Process wastewater is water that was used in the washing that occurs in the facility definitions above, that is then discharged through an outfall to a receiving stream. Sewage discharges are wastewater, but not process wastewater, and are not covered by this general permit.

**LINE BY LINE INSTRUCTIONS**

**Part 1. APPLICANT INFORMATION**

Item A: Put the name of the business here (e.g. Joe's Car Wash).

Item B: Put the name of the person or corporation that owns the business. This does not have to be the owner of the building (e.g. if the business is on leased property) but who is responsible for the business and wants coverage under the general permit.

Item C: Put the mailing address, phone number and email of the owner here. Also indicate if you would like the permit to be transmitted via email.

Item D: Indicate here the '911' address of the facility.

Item E: If someone other than the owner listed in item B runs the plant and is the person with whom business will be conducted, check **No**. Otherwise check **Yes**.

Item F: If **No** was checked above, indicate the name of the person other than the owner who operates the facility.

Item G: Put the address, phone number and email of the person other than the owner here.

**Item 2. FACILITY INFORMATION**

- Item A.** Indicate if your discharge goes to surface waters. If you don't believe it does, answer "no" and describe the discharge scenario. DEQ may want to investigate the need for a permit. If there is a wastewater discharge from this facility that does not go to a public sewer system or septic tank drainfield system then it probably discharges to surface waters or a storm sewer. If so, indicate the name (or names, if more than one) of the receiving stream that the discharge goes into. This is the particular surface water, stream, creek or any other body of water that receives the wash water. It can also be a ditch, ground surface or storm sewer that runs off into such a body of water. If it discharges to an unnamed body of water, for name of receiving stream, put "Unnamed tributary to..." and then the name of the closest named body of water towards which water in the ditch, etc. would flow.
- Item B.** Indicate if the facility discharges to a municipal separate storm sewer. If yes, provide the information noted. Separate storm sewers are considered connected to surface waters and MS4 owners are required to know about your discharge.
- Item C.** If the facility has an individual VPDES permit that you want revoked to obtain coverage under this general permit, or if you have an expiring or expired individual permit, please indicate "yes" so we can clear our records with regard to that permit.
- Item D.** Indicate if you locality has an ordinance which requires connection to central wastewater treatment facilities (sanitary sewer).
- Item E.** Indicate if these central wastewater treatment facilities are available to serve your location. If they are available you must tell us why you have not connected. Please provide any information to help DEQ make an informed decision of whether you can be provided coverage under this permit (e.g. cost of connecting and using central sewer, how it will affect your business, quality of receiving stream, how often to you discharge to the stream per month, are you currently connected to a central sewer for your domestic waste?)

**Part 3. MAP**

Attach a United States Geological Survey (USGS) topographic (a copy of a 7.5 Minute, 1:24,000 Scale) or computer generated map (e.g. Google Maps) extending to at least one mile beyond property boundary. The map must show the location of the facility, and the location of each of its existing and/or proposed intake and discharge points. Include all springs, rivers and other surface water bodies, including the receiving water body. Items not shown on the topographic map or computer generated map can be added by hand.

**Part 4. NATURE OF BUSINESS**

Follow the instructions on the form. If you are covered by the general permit, we will only send you the parts of the permit that you say apply. If you add a laundry or car wash later, another registration statement and fee will have to be submitted.

**Part 5. FLOW RATE**

Follow the instructions on the form for calculating flow rate. Try to get your data from a 'typical' operating month. You may have to estimate based on your best professional judgment. E.g. you discharge 5 days on any month and your flows on each of those 5 days was 100, 150, 200, 250 and 300 gallons each day.  $100+150+200+250+300 = 1,000$  total gallons per month. Divide total gallons per month by days of discharge  $1,000/5 = 200$  gallons per day highest average monthly flow rate. Report 200 gallons per day.

**Part 6. FACILITY DRAWING AND TREATMENT SYSTEM**

Follow the instructions on the form. The line drawing can be a schematic representation, or basically a "map" of the building showing intake water, flow through the facility and where the discharges (outfalls) are. Also provide a description of the treatment system (oil water separator, sedimentation basin, etc..) and dimensions or capacities of these systems. If vehicle wash explain any methods and frequency of solids disposals.

**Part 7. CHEMICALS**

List detergents, soaps, waxes and other chemical used at the facility. You may attach Material Safety Data Sheets or labels in lieu of listing them in Item 7. We will evaluate it for toxicity in the receiving stream. If

you plan to use such a product in the future you may want to list it here as no other chemical use will be authorized by the permit unless prior approval is obtained.

**Part 8. PHOSPHATE DETERGENT USE**

Indicate whether phosphate detergents will be used and how much. This is so the agency can find out whether nutrient inputs are significant in the vehicle wash industry.

**Part 9. CERTIFICATION**

Read the certification paragraph and sign and date the statement accordingly. All registration statement shall be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Please include your printed name and title or relationship to the business and attach the map from item 3, the facility drawing from item 6, and any additional sheets you want to add. Then submit to the regional DEQ office.